



# LEPC FISCAL REPORTS: DISBURSE THE DESPAIR



2019 EMAI/IERC Conference

# WHY ARE FISCAL REPORTS REQUIRED?



- IC 13-25-2-10.6 requires that each LEPC submit annually to the Indiana Emergency Response Commission (IERC) a fiscal report accounting for the LEPC's Expenditures in the preceding year by March 1 of the current year.



# SPENDING CATEGORIES

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- Preparing and updating the SARA Title III plan; and
- Establishing and implementing procedures for dealing with public information requests; and
- Training for emergency response planning, information management and hazardous materials (HAZMAT) incident response; and
- Equipping a HAZMAT response team, which provides response throughout the LEPC's district if the equipment is consistent with team training; and

# SPENDING CATEGORIES



- Purchasing communications gear for the LEPC's administrative use; and
- Paying LEPC members a \$20 meeting stipend; and
- Paying for SARA Title III risk communication, chemical accident related and accident prevention projects submitted to and approved by the IERC; and
- Maintaining, repairing and calibrating equipment purchased for a hazardous materials response team under subdivision (4).

# **REQUIRED INFORMATION**

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- Auditor's report or cash ledger
- Disbursements grouped under the Tier II categories:
  - Meeting stipend
  - Emergency planning
  - Hazmat response equipment
  - IERC approved special projects
  - Data management
  - Communication equipment
  - LEPC equipment maintenance
  - Training

TIP – If an LEPC is unsure what category an expenditure falls under, reach out to your LEPC program manager.

# AUDITOR'S REPORTS OR CASH LEDGER



- January 1 – December 31 of preceding year
- Beginning and ending balances

TIP – LEPCs can upload multiple documents if there are issues. For example, an email from the county auditor addressing a refund. This email may be uploaded as a pdf to help explain an abnormality on the Auditor's Report or Cash Ledger.



# **TIER II MANAGER REPORTING**

# REPORTING



- Log in to your LEPC admin account
- Select your county
- On the right side of the screen, click on “Add a New Report”

## LEPC List

Click on the LEPC Name to add Compliance Reports. Click on Actions to add Contact Details.

<u>LEPC Name</u>	<u>Primary Contact Name</u>	LEPC E
Adams County LEPC		

**Add a New Report**

# REPORTING



- Select your “Fiscal Report and Auditor’s Report”
- Select “Annual for”
- Select the correct reporting year
- Click the blue “Proceed” button

Choose a Report Type (click on button next to selection)

- ☐ Legal Notice/Meeting Schedule Report
- ☐ Roster Report
- ☒ Fiscal Report and Auditor’s Report
- ☐ Bylaws Report
- ☐ Exercise Proposal Report
- ☐ Exercise Final Report
- ☐ Meeting Minutes Report

Choose a Report Class (click on button next to selection)

**IMPORTANT: You must submit a 2019 ANNUAL Report. Submitting a 2019 Update does not meet the requirements.**

- ☒ Annual for
- ☐ Revision Revisions should be submitted to correct errors or omissions in already submitted reports.

# REPORTING



- Step 1 allows for disbursements to be entered. During this step you will be able to edit the “Amendment Credit” and “Amendment Debit.” To start, please click the “Edit” button.

Step 1 Step 2 Step 3 0 Notes

Report

2019 Annual Fiscal Report and Auditor's Report(Fayette County LEPC) - 41687

Submission Status : Initiated Status Date : 10/3/2019  
Last Updated : 10/3/2019 Submission Type : Online  
Submitter Username : Sarah Chaney [EastAdmin]

Step 1: 2019 Fiscal Report for 2018 Expenditure Edit

Receipt		Disbursements	
Account Balance (Prior Year)(+)	: 0.00	Amendment Debit (-)	: 0.00
Current Year Receipt from State (Tier II Funds)(+)	: 0.00	Total Disbursement (-)	: 0.00
Receipt From Grants (HMEP)(+)	: 0.00		
Investment Account Balances and Interest (+)	: 0.00		
Amendment Credit (+)	: 0.00		
Account Balance (Year End)			
	: 0.00		

Step 2: County Auditor Report Add

# DISBURSEMENTS



- Once on LEPC Fiscal Report Disbursement screen, you will click the “Add Fiscal Disbursements.”

## LEPC Fiscal Report

Opening Balance	Current Receipt From State
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Receipt From Grants	Investment Account Balance
<input type="text" value="666.00"/>	<input type="text" value="666.00"/>
Amendment Credit	Amendment Debit
<input type="text" value="666.00"/>	<input type="text" value="6666.00"/>

[Save](#) [Cancel](#) [Add Fiscal Disbursement](#)



## LEPC Fiscal Report Disbursement

FD Category	Amount	Edit
<input type="text" value="FD Category"/>	<input type="text" value="Amount"/>	
No items to be listed		
Total Results:0 Rows per page 25 ▼		

# DISBURSEMENTS



- To add the disbursement, select a category from the drop down menu under “LEPC FD Category.” Once you have selected the category, enter the appropriate amount.
- You will repeat this step for each category.
- Once that is done, you will click “Save Report Disbursements.”

A screenshot of a web form titled "Fiscal Report Disbursements". The form contains two main input fields: a dropdown menu labeled "LEPC FD Category\*" with the text "Select One" and a small downward arrow, and a text input field labeled "Amount". Below these fields are two buttons: a blue button labeled "Save Report Disbursements" and a grey button labeled "Cancel". Two large yellow arrows are overlaid on the image: one points from the left towards the "LEPC FD Category\*" dropdown, and the other points from the right towards the "Amount" input field.

# REPORTING



- Step 2 allows for Auditor's Reports or other fiscal paperwork to be uploaded like refund statements.

Step 1 Step 2 Step 3 0 Notes

**Report**

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Investment Account Balances and Interest (+)	: 0.00		
Amendment Credit (+)	: 0.00		
Account Balance (Year End)			
	: 0.00		

**Step 2: County Auditor Report** Add

# COUNTY AUDITOR'S REPORT




- Once on this screen, Tier 2 Manager will request a document description and allow for an attachment to be selected.
- To upload multiple attachments, please repeat these steps.

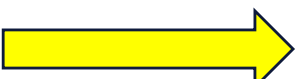
TIP – The description for each document should be clear and concise. For example, 2019 Auditor's Report or 2019 Refund \$54.85.

Add/Edit County Auditor Report

Description\*



Attachment \*

  No file chosen





# SUBMITTING



- Once all fiscal paperwork is uploaded, Tier II Manager will require the user to click “Click here to confirm attachments are valid” line to validate the documents.
- The last step is to submit the report. To do this, click the “continue” button.

TIP – If the LEPC isn’t sure the information listed is correct, please contact your LEPC program manager. Once the report is in “Pending Admin approval” status, we can’t edit the report.

Description	File Type	File	Edit	Delete
2018 Fiscal report letter	application/vnd.openxmlformats-officedocument.wordprocessingml.document	<a href="#">2018 Fiscal report Letter.docx</a>		
FISCAL REPORT 2017 - submitted 3-13-18	application/pdf	<a href="#">LEPC 2017 FISCAL REPORT - submitted 3-13-18.pdf</a>		
2018 Auditors report 1/1/2018 - 12/13/2018	application/pdf	<a href="#">LEPC 2018 AUDITORS REPORT.pdf</a>		

[Click here to confirm attachments are valid.](#)

**Submit Report** You are almost done!

If you want to make any more Changes, Click Add/Edit above for the section(s) you want to change.  
If you are ready, click on "Continue" to complete the submission process.

[CONTINUE](#)

# SUBMITTING



- Once in this screen, Tier II Manager requires the user to click the certification box and list your credentials.
- When the user is ready, click the blue “Submit” button.

☐ Certify under penalty of law that I have personally examined and am familiar with the information and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I agree, and it is my intent, to sign this Fiscal Report and Auditor's Report ("Fiscal Report and Auditor's Report") by accessing the Indiana Emergency Response Commission Online Tier II Manager™ portal using the secure password assigned to me and by electronically submitting this Fiscal Report and Auditor's Report to the Indiana Emergency Response Commission. I understand that my submission of this Fiscal Report and Auditor's Report in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Fiscal Report and Auditor's Report and the above Certification and Attestation.

Name of Authorized  
Representative \*

Official Title \*

Telephone Number \*

Date \*

Cancel

Submit

**QUESTIONS?**



**THANK YOU!**

